# **MemberNet Use Overview**

<u>Click here</u> to access MemberNet and enter your email address and unique password as prompted. Information is casesensitive, so be sure to enter your information exactly how it was sent to you. If you don't have your password, go to

http://www.sandiego.org/nav/Members/JoinNow/ArtSolRegistration

# **Image Manager**

To add images and/or logos that you would like to use in your profile listing or event submissions, go to the Image Manager tool. Click "Add" in the upper right-hand corner to begin adding your images. Browse for the file you would like to upload and enter a caption for will be displayed live on the website.



# **Profile Listing**

Click the "plus" icon to view your current profile. Your profile is pre-populated with your information that you have previously posted on the SanDiegoArtandSol.com website.



**Summary** – Appears on lists and search results of similar businesses.

**Description** – Appears on your profile page giving more details about your business. You can also list any long-term exhibitions, tours, or annual happenings in your description.

**Save your Profile:** When you have finished updating your profile, click the save button to save your work. You can then edit your profile for other visitor types, often cutting and pasting the contents from one to another.



### **Event Listings**

To publish events, select Publishing Tools in the navigational column.

Select events, and then select "add" from the upper right hand corner of the Events publishing page.

Complete the form fields as completely as possible. Include start and end dates, and set a renewal notification to be notified by e-mail when your event is about to expire.

You may upload images to the system using the browse button. This will take you to your images that you have uploaded into the Image Manager.

Upon completion, click Save. Your event will then be reviewed by a ConVis staff member before being published live.



**Event Definition:** Something that is regarded as happening or occurrence of some importance that does not span over a three month period. Events should be published with the intent of promoting a date specific function. Events by nature should have a start and end date and should promote exclusive things to do while visiting San Diego.

What an event is: A festival, a concert, a play or opera that does not span over a 3-month period, a temporary museum exhibit, a holiday celebration, a grand opening, fashion show, parade, reading or lecture, or sporting event

What an event is not: A tour, a weekly or monthly happy hour or promotion, an installment. This information may be submitted as content in your profile listing.

### **Event Guidelines:**

- Only one submission per event (No multiple listings for one event)
- Summary and Description must not be the same content; Summary should provide a general idea of Description content.
- One-day events must be submitted into MemberNet with the correct start and end dates.
- Summary 40 character minimum, 150 character maximum
- Description 60 character minimum, 250 character maximum

### **Publishing Coupons**

To add coupons, first select add from the upper right hand corner of the publishing page. Complete the form fields as completely as possible. Include Coupon Title and your own Coupon Code and set a renewal date for the coupon to auto renew.

You can upload 3 graphics for your coupon: a general Image, a company Logo and an optional UPC barcode graphic.

To remove an unwanted image, hit the "DEL" icon, and start over, or simply browse to a new image to replace.

Coupon Definition: An offer that entitles the coupon holder to a discount or free gift.

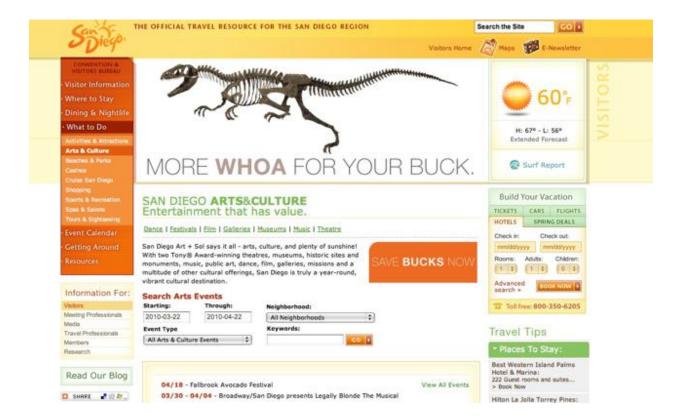
#### **Coupon Guidelines:**

- · Coupons may be only be submitted to Member category if specifically targeted to Members
- Coupons must provide an offer of either % off, \$ off or free item with purchase.
- Coupons must clearly explain what the offer entails. For instance, a coupon cannot say "Entitles you to receive anywhere between 20-40% off merchandise". Instead, coupon should say "Entitles user to 20% off entire purchase," or "Entitles user to 20% off clearance items".

#### **General**

- No HTML is allowed in content submitted by members, this content should be rejected. HTML is allowed in content created by CONVIS staff.
- Businesses claiming superiority i.e. "# 1," "the best," "most," "only," in a category must be rejected to be edited unless the claim is referenced by a third party source.
- Summary size is limited to 150 characters with spaces.
- Summary should provide a general description of content represented.
- Any changes in contact information (address, phone, URL, email, etc) should be reported to Membership Coordinator to update database.
- All entries must be checked for correct spelling, grammar and typos entries with incorrect spelling, grammar on typos will be rejected.
- Content may not begin with a number.
- No content may contain titles or content in all capital letters.

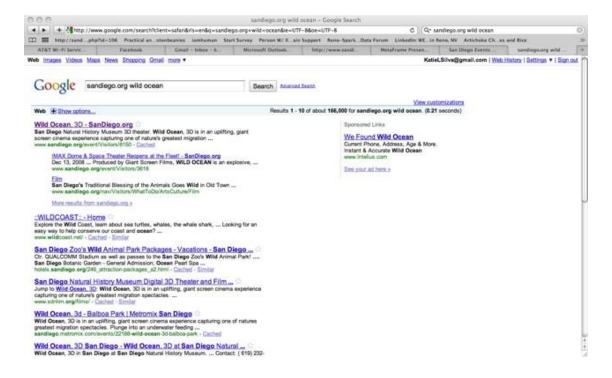
- No listings related to guns, violence, drugs, or illegal activities
- No exclamations points may exist in titles
- ConVis staff has the right to modify all content for to comply with website standards



All Art + Sol events are published in the Arts & Culture calendar. Events can be searched for in the search widget, or they will show up in the general calendar in order by date.



This is how your event will look in the event calendar. Please add event information as thoroughly as possible. The "description" that appears in the event calendar is your event summary, so please be sure to use complete sentences and descriptive words to gain interest.



pear in SanDiego.org, but also in Google searches. The information that appears in Goog	gle

SAN DIEGO CONVENTION AND VISITORS BUREAU

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